

Tuesday, September 17, 2019

Minutes of the meeting of the Sewage Commission held on Tuesday, September 17, 2019 in the boardroom of the Comox Valley Regional District offices located at 550B Comox Road, Courtenay, BC commencing at 12:48 pm.

## MINUTES

### Present:

<b>Chair:</b>	D. Frisch	City of Courtenay
<b>Vice-Chair:</b>	D. Hillian	City of Courtenay
<b>Members:</b>	M. Swift	Town of Comox
	D. Guerard	CFB Comox
	K. Grant	Town of Comox
	R. Arnott	Town of Comox
	W. Morin	City of Courtenay
<b>Staff:</b>	R. Dyson	Chief Administrative Officer
	B. Dunlop	Corporate Financial Officer
	M. Rutten	General Manager of Engineering Services
	J. Warren	General Manager of Corporate Services
	J. Martens	Manager of Legislative Services
	A. Baldwin	Legislative Services Assistant

### ATTENDANCE:

Director Hillian was not in attendance when the meeting was called to order.

### RECOGNITION OF TRADITIONAL TERRITORIES

The Chair acknowledged that the meeting was being held on the unceded traditional territory of the K'ómoks First Nation.

### DELEGATIONS:

#### **CURTIS ROAD RESIDENTS ASSOCIATION - PROPOSED GOOD NEIGHBOUR AGREEMENT**

K. Grant/R. Arnott: THAT the information presented by Jenny Steel, Curtis Road Residents Association, regarding their proposed "Good Neighbour Agreement" and request that the Sewage Commission/CVRD approve and implement the agreement be received.

Carried

Director Hillian entered the meeting at 12:56 pm and was present when the vote was taken.

### MANAGEMENT REPORT:

K. Grant/R. Arnott: THAT the Sewage Commission management report dated September 2019 be received.

Carried

K. La Rose, Senior Manager of Water/Wastewater Services, presented an update on the Sewage Commission Management report.

**REPORTS:**

**COMOX VALLEY SEWAGE MANAGEMENT ADVISORY COMMITTEE MINUTES**

K. Grant/W. Morin: THAT the the following items be received:

- Minutes of the Comox Valley Sewage Management Advisory Committee meeting held August 1, 2019; and

- Minutes of the Comox Valley Sewage Management Advisory Committee meeting held August 29, 2019.

Carried

**UTILITIES GOVERNANCE – RECOMMENDATIONS TO SEWAGE COMMISSION**

K. Grant/D. Hillian: THAT the report dated September 13, 2019 regarding options for advancing the utilities governance topic at the Sewage Commission be received.

Carried

J. Warren, General Manager of Corporate Services, presented information regarding the options for advancing the utilities governance topic at the Sewage Commission.

D. Hillian/K. Grant: THAT the Sewage Commission endorse the implementation of the ‘staff-based actions’ as noted in the staff report dated September 13, 2019 in order to address issues associated with political interests, technical expertise and accountability, trust and confidence;

AND FURTHER THAT staff report on the results of the ‘staff-based actions’ following the 2020 financial planning process to determine any improvements to the issues noted and to identify any future improvements or changes to the administrative structure for the service.

Carried

K. Grant/W. Morin: THAT the Sewage Commission support the development of a policy that seeks public engagement and third-party professional oversight for larger projects to increase accountability and confidence in the project;

AND FURTHER THAT staff provide a draft policy that considers thresholds for projects where such a policy would apply, including thresholds related to project dollar value, impact on the public, project complexity and environmental sensitivity.

Carried

D. Hillian/K. Grant: THAT the Sewage Commission invite the K’ómoks First Nation (KFN) to appoint an observer to the Sewage Commission, thereby helping to broaden awareness on all parties and to assist KFN with improving its ability to participate in decision-making for key community infrastructure;

AND FURTHER THAT any additional supports, background information and orientation is provided to the KFN.

Carried

K. Grant/D. Hillian: THAT the Sewage Commission direct that an agreement with the Department of National Defense (DND) be developed to provide certainty to the parties in relation to system capacity and rates where effluent from 19 Wing Comox is conveyed to and treated by the Comox Valley Water Pollution Control Centre;

AND FURTHER THAT developing the agreement include consideration of the DND position as a Sewage Commission member, with the potential for DND to be removed from the Sewage Commission.

Carried

D. Hillian/K. Grant: THAT the Sewage Commission direct staff to develop a policy through which the Electoral Area B (Lazo North) Director is invited to attend Sewage Commission meetings, in a defined capacity, to speak to and ask questions around specific topics that relate to the infrastructure and operations located in Electoral Area B.

Carried

#### **VILLAGE OF CUMBERLAND BIOSOLIDS REQUEST**

K. Grant/D. Hillian: THAT the report dated September 11, 2019 regarding a request from the Village of Cumberland to enter into an agreement in principle to process their biosolids at the Comox Valley Sewerage Service Biosolids Composting Facility be received.

Carried

K. La Rose, Senior Manager of Water/Wastewater Services, provided an overview of the report regarding a request from the Village of Cumberland to enter into an agreement in principle to process their biosolids at the Comox Valley Sewerage Service Biosolids Composting Facility.

D. Hillian/K. Grant: THAT the Comox Valley Regional District prepare a draft agreement in principle with the Village of Cumberland for processing of their biosolids at the Comox Valley Sewerage Service Biosolids Composting Facility, subject to receipt of biosolids sampling results indicating that the biosolids will not inhibit the Comox Valley Regional District's ability to meet Class A compost requirements as defined within the Organic Matter Recycling Regulation;

AND FURTHER THAT the draft agreement be presented to the Comox Valley Sewage Commission for approval.

Carried

#### **COMOX VALLEY SEWERAGE SERVICE FUTURE EXPENDITURE RESERVE**

D. Hillian/K. Grant: THAT the report dated August 26, 2019 regarding establishing a reserve fund for future expenditures for the Comox Valley Sewerage Service (Function 335) be received.

Carried

K. Grant/W. Morin: THAT Bylaw No. 586, being "Comox Valley Sewerage Service Future Expenditure Reserve Fund Establishment Bylaw No. 586, 2019", be forwarded to the Comox Valley Regional Board for first, second, third readings and final adoption.

Carried

#### **NEW BUSINESS:**

##### **AREA B PARTICIPATION**

By unanimous consent the commission permitted Jenny Steel, Curtis Road Residents Association, to address the commission regarding Area B participation in Sewage Commission meetings.

W. Morin/D. Hillian: THAT the Director for Electoral Area B be invited to participate in the October and November Sewage Commission meetings, in a non-voting capacity, on those items pertaining to the bioreactors and the EQ basin at the Comox Valley Water Pollution Control Centre, as those matters are brought forward.

Carried

#### **IN-CAMERA:**

K. Grant/D. Hillian: THAT the commission adjourn to an in-camera session pursuant to the following sub-section of section 90 of the Community Charter:

90(1)(e) The acquisition, disposition or expropriation of land or improvements, if the committee/board considers that disclosure might reasonably be expected to harm the interests of the municipality.

Carried

Time: 1:45 pm.

**RISE AND REPORT:**

The commission rose from its in-camera session at 2:06 pm.

**TERMINATION:**

K. Grant/R. Arnott: THAT the meeting terminate.

Carried

Time: 2:06 pm.

Confirmed by:

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David Frisch  
Chair

Certified Correct:

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Jake Martens  
Manager of Legislative Services

Recorded By:

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Antoinette Baldwin  
Recording Secretary

These minutes were received by the Comox Valley Regional District board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.